

Tenant Improvement Information and Checklist

Tenant improvement permits are required when:

- A new business moves into an existing tenant space.
- A new business moves into a new building after completion of shell.
- An existing business changes or modifies its use and/or expands within the existing building.

Any work in commercial buildings requires a permit. Permits for minor work to existing tenant spaces may be obtained over the counter.

Submittal requirements

- Identify and describe the work to be covered by the permit for which application is being made.
- Describe the land on which the proposed work is to be done by street address or similar description that will readily identify and locate the proposed building and area of work.
- Indicate the use or occupancy of the proposed work. If the occupancy is other than that approved under the original shell permit or the previous T.I. permit provide a site plan at a scale large enough to show the tenant spaces, labeling the occupancies within the building. Provide the square footage of each space and distances to property lines and to other buildings.

- Three copies of all submittals are required. Provide a scaled floor plan showing the scope of work. Distinguish between new and existing. Label the use of all areas. Provide sections, details, and interior elevations to fully describe the construction and to show code compliance.
- State the valuation of remodeling or alteration to an existing building.
- Plans and other required documents for tenant improvements within buildings over 4000 square feet in size must be prepared, stamped, and signed by a Washington State registered architect or engineer.

Additional information may be required depending upon the scope of work.

- Plumbing plans required when substantial plumbing work is proposed.
- Food service requires Public Health approval prior to issuance of the building permit.
- Apply at Public Health for their plan review.
- Where oil separator/grease trap is required, obtain sewer provider approval for type/size proposed.
- For new construction, or when replacing light fixtures, provide Washington State Energy Code compliance form for lighting.

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Community Development
1300 Franklin Street, Vancouver, Washington
Phone: (360) 397-2375 Fax: (360) 397-2011
www.clark.wa.gov/development



For an alternate format,
contact the Clark County
ADA Compliance Office.
Phone: (360) 397-2025
Relay: 711 or (800) 833-6384
E-mail: ADA@clark.wa.gov

- When providing new or replacing existing heating or cooling units, provide Washington State Energy Code compliance form for mechanical.
- Show compliance with the Washington State Ventilation and Indoor Air Quality Code.

Tenant Improvement Checklist

Applicant Signature:

Plans Examiner Approval:

Date:

Date:

Occupancy:

Construction Type:

Height:

PROJECT INFORMATION

Project name:

Date:

Address:

City:

State:

Zip:

Scope of work:

Activity/Application no.:

Tax Lot/Parcel no.:

Contact person:

Company:

Phone:

Fax:

Cellular phone:

E-mail:

NOTES AND INSTRUCTIONS

- The purpose of this checklist is to help define a complete submittal package for the scope of work. Plan review will not take place until a complete package is submitted. Deferred submittal is accepted.
- This checklist can be used for all commercial construction projects, including new construction, additions, alterations, and tenant improvements.
- For complex projects, applicants should use the “location” space to note the item’s location and page number from the plans or the specification book.
- It is not necessary to duplicate submittal information, even if it is asked for in multiple sections.
- In the checklist, “Required” means that the applicant shall provide this information for plan review.
- In the checklist, “PR” means the information is required by the plans reviewer.
- In the checklist, “P” means the information is provided for the plan review.
- In the checklist, “NA” means that the information does not apply.
- Choose only those sections of the checklist that apply to your scope of work. Section 1.0, “General Project Data,” must be included with each project submitted.

PRE-SUBMITTAL PROCESS

An applicant shall request a pre-submittal meeting with Building Safety staff. The meeting may take place during the conceptual stage, schematic stage, or when applicant has completed plans for submittal.

Plans may not be submitted without the required pre-submittal meeting to review the application checklist to verify completeness of proposed plans related to the project’s scope.

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SECTION 1.0 — GENERAL PROJECT DATA				
Construction documents				<i>Sheet # or (see attached)</i>
1.1	<input checked="" type="checkbox"/>	Required	Three sets of plans and two sets of specifications _____	_____
1.2	<input checked="" type="checkbox"/>	Required	Cover sheet title block	_____
1.3	<input checked="" type="checkbox"/>	Required	Cover sheet vicinity map	_____
1.4	<input checked="" type="checkbox"/>	Required	Cover sheet plan index	_____
1.5	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Code summary	_____
1.6	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Deferred submittal summary	_____
1.7	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Professional stamp and signature*	_____
1.8	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Fire and life-safety plan	_____
Supporting documents				
1.9	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Material safety data sheets (MSDS)	_____
SECTION 2.0 — CIVIL DATA				
Construction documents				<i>Sheet # or (see attached)</i>
2.1	<input checked="" type="checkbox"/>	Required	Site plan (full size)	_____
SECTION 3.0 — ARCHITECTURAL DATA				
Construction documents *				<i>Sheet # or (see attached)</i>
3.1	<input checked="" type="checkbox"/>	Required	Floor plan(s)	_____
3.2	<input checked="" type="checkbox"/>	Required	Transverse and longitudinal cross sections	_____
3.3	<input checked="" type="checkbox"/>	Required	Chapter 11/ANSI A117.1-2003 accessibility requirements	_____
3.4	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Interior elevations	_____
3.5	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Exterior elevations	_____
3.6	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Roof plans (including draft stops and draft curtains)	_____
3.8	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Reflected ceiling plan(s) mfg. instructions req'd	_____
3.9	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Fire-rated construction details and listings	_____
3.10	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Energy code compliant construction details and specifications	_____
3.11	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Door schedule	_____
3.12	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Fixtures, counters, and racks	_____
Supporting documents				
3.13	<input checked="" type="checkbox"/>	Required	Energy code compliance forms/calculations	_____
3.14	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Material safety data sheets (MSDS)	_____
3.15	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Hazardous materials inventory statement (HMIS)	_____
3.16	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Hazardous materials management plan (HMMP)	_____
3.17	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Written fire and life-safety evacuation plan for area of rescue assistance	_____

*RCW 18.08.410 requires Washington State licensed architect or engineer.

SECTION 4.0 — STRUCTURAL DATA

Construction documents

- | | | | | |
|-----|--|----------|--|-------|
| 4.1 | <input checked="" type="checkbox"/> | Required | Structural cover sheet | _____ |
| 4.2 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Foundation plan | _____ |
| 4.3 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Floor framing plan | _____ |
| 4.4 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Roof framing plan | _____ |
| 4.5 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Structural elevations | _____ |
| 4.6 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Structural details and cross sections | _____ |
| 4.7 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Plumbing and mechanical seismic supports | _____ |
| 4.8 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Storage Racks Seismic Design | _____ |

Supporting documents

- | | | | | |
|------|--|----------|--|-------|
| 4.9 | <input checked="" type="checkbox"/> | Required | Two sets of structural calculations | _____ |
| 4.10 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Design narrative | _____ |
| 4.11 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Special insp. and quality assurance per Ch. 17 IBC.... | _____ |
| 4.12 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Special inspector/structural observation matrix... | _____ |

SECTION 5.0 — MECHANICAL DATA (New construction, tenant improvement, gas piping permits)

Construction documents

- | | | | | |
|------|--|----------|--|-------|
| 5.1 | <input checked="" type="checkbox"/> | Required | Floor plan | _____ |
| 5.2 | <input checked="" type="checkbox"/> | Required | Equipment schedule | _____ |
| 5.3 | <input checked="" type="checkbox"/> | Required | Outside Air (OSA) Table | _____ |
| 5.5 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Under-slab mechanical plan | _____ |
| 5.6 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Roof plan | _____ |
| 5.7 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Fuel gas piping plan | _____ |
| 5.8 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | HVAC equipment and duct plan(s) | _____ |
| 5.9 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Roof access details | _____ |
| 5.10 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Duct smoke detector plans | _____ |
| 5.11 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Fire/smoke damper locations | _____ |
| 5.12 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Smoke control plan | _____ |
| 5.13 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Refrigeration equipment and piping plan | _____ |
| 5.14 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Kitchen equipment plan | _____ |
| 5.15 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Type I and/or Type II kitchen hood plan
(see Section 7.0 — Mechanical Data) | _____ |
| 5.16 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Fume/vapor hood plan | _____ |
| 5.17 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Process piping/product and/or exhaust-conveying
duct plan | _____ |
| 5.18 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Fire-rated construction details | _____ |
| 5.19 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Equipment hanger/fastener details | _____ |

Supporting documents

- | | | | | |
|------|--|----------|---|-------|
| 5.20 | <input checked="" type="checkbox"/> | Required | Structural calculations for vertical loads and
lateral loads for equipment weighing over 400lb | _____ |
| 5.21 | <input checked="" type="checkbox"/> | Required | Outside air (OSA) calculations | _____ |
| 5.22 | <input checked="" type="checkbox"/> | Required | Energy code compliance forms | _____ |
| 5.23 | <input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA | | Equipment manufacturers' catalog "cut sheets"
or specifications | _____ |

5.25	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Combustion air calculations	_____
5.26	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fuel gas piping sizing calculations	_____
SECTION 6.0 — PLUMBING DATA					
					<i>Sheet # or (see attached)</i>
Construction documents					
6.1	<input checked="" type="checkbox"/>	Required		Floor plan(s)	_____
6.2	<input checked="" type="checkbox"/>	Required		Piping and material schedule	_____
6.3	<input checked="" type="checkbox"/>	Required		Equipment layout plan	_____
6.4	<input checked="" type="checkbox"/>	Required		Fixture schedule & trap/interceptors	_____
6.5	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Site utility plan	_____
6.6	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Riser diagrams(Isometric Drawings	_____
6.7	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Roof plan	_____
6.8	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Back flow prevention location	_____
6.9	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fire-rated construction details	_____
6.10	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Under-slab plumbing plan	_____
Supporting documents					
6.11	<input checked="" type="checkbox"/>	Required		Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds	_____
6.12	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Equipment manufacturers' catalog "cut sheets" or specifications	_____
6.13	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Water supply calculations	_____
6.14	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Sanitary system calculations	_____
SECTION 7.0 — ELECTRICAL DATA					
					<i>Sheet # or (see attached)</i>
Construction documents					
7.1	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Floor plan(s)	_____
7.2	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fire-rated construction details	_____
7.3	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Lighting plan	_____
7.4	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Emergency power system and lighting plan	_____
Supporting documents					
7.5	<input checked="" type="checkbox"/>	Required		Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds	_____
7.6	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Energy code compliance forms and calculations for lighting	_____
7.7	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Emergency power system specifications	_____